



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** July 14, 2017  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Report

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**Human Resources**

- Police Department Open Positions
  - Two Patrol Officer Positions- Retested 7/6/17
- Community Development Director
  - Currently the position is being advertised as a Planning & Zoning Administrator

**Public Works**

- Water well at Grass Hill is complete and is being tested and sampled. Expect to place the new well into service this week, if samples are approved. Contractor has already completed a test bore at Huebner and work will begin as soon as Grass Hill is online. Water Crew is on standby to move water around during this time.
- Getting estimates for fencing at Huebner-Onion Homestead. Received direction on the type of fencing desired from the Historical Society.
- Wrought iron fence for Huebner gravesite is in the process of being constructed at Cooper's Forge. Once constructed, it will be installed, along with the historical signage.
- Contractor for the Evers Road sidewalk project started 7/10/17.
- Met with contractor for the new traffic signal system at Huebner and Evers. Mast arms and poles are expected to take 13 – 14 weeks for delivery, but some site work will begin as soon as the contract is signed. Will work with CPS to coordinate site work.
- Contractor for LID parking lot at City Hall will start on Monday, July 17<sup>th</sup> – that parking area will be closed to the public for 60 days
- Huebner at Timberhill drainage project is in progress as Spectrum Cable has completed their work to move utilities and Pronto Sandblasting has started the actual drainage structure installation
- Working on Operations Manual for Public Works – will be meeting with a trainer from the American Public Works Association (APWA) to start the process of accreditation. Once this is approved, we will be the only Public Works Department in the Metro area to be accredited.
- Revising Water and Sewer Operations Manual. Also need to produce a Vulnerability Assessment (VA) document.
- Working with engineer on Evers Road bridge project. 100% plans were submitted to TxDOT. The new work schedule has the project starting in October.

- Still receiving quotes for various repairs at the Forest Oaks Pool Facility, a majority of the electrical work has been performed – now getting quotes from contractors for the deck and retaining wall between the pool and tennis court.
- Purchased water rights – 20 acre feet – brings total owned by City to 1967 acre feet.
- Working with contractor for LC-17 to keep residents informed of progress.
- The Don't Block the Box campaign has been delayed, pending tentative approval from TxDOT.
- Getting quotes for construction of a new pavilion next to the LV Community Pool.
- Exploring ideas for new Veteran's Park at Community/Conference Center grounds – will be constructing a fire pit for flag burning ceremonies.
- Public Works Director is standing in for Community Development Director while we advertise for a new Director.

## **Police Department**

- Arrest
  - 6-19-17 – 7000 Pepperwood – Traffic Stop – AP1 arrested/released – cited for traffic violations – vehicle impounded
  - 6-20-17 – 7200 Bandera Rd. – Traffic Stop – AP1 arrested/released - cited for traffic violations – vehicle impounded
  - 6-21-17 – 6600 Bandera Rd. – Traffic Stop – AP1 arrested/released – cited for traffic violations – vehicle impounded
  - 6-22-17 – 6000 Forest Shadow – Traffic Stop – AP1 arrested/released – cited for traffic violations – vehicle impounded
  - 6-23-17 – 6400 Evers Rd. – Suspicious Person – AP1 arrested for possession of marijuana < 2 oz.
  - 6-24-17 – 5600 Bandera Rd. – Theft < \$100 – AP1 arrested/released – cited for theft
  - 6-24-17 – 6500 Pecan Acres – Disturbance/Emergency Detention – AP1 was arrested/released at hospital
  - 6-25-17 – 7200 Sulky – Att. Suicide/Emergency Detention – AP1 arrested/released at hospital
  - 6-25-17 – 6500 Bandera Rd. – Traffic Stop – AP1 was arrested for possession of Marijuana < 2 oz.
  - 6-25-17 – 5600 Bandera Rd. – Theft < \$100 – AP1 was arrested/released – cited for theft
  - 6-26-17 – Evers Rd. @ Huebner Rd. – Suspicious Persons – AP1 and AP2 were arrested/released - cited for possession of drug paraphernalia
  - 6-27-17 – 5900 Wurzbach Rd. – Deadly Conduct – AP1 arrested for Deadly Conduct
  - 6-27-17 – 5600 Evers Rd. – Burglary of a coin op machine – AP1 arrested for possession of marijuana < 2 oz.
  - 6-28-17 – 6500 Bandera Rd. – Suspicious Person – AP1 was arrested on active County Warrant
  - 6-29-17 – 6100 Walking Gait – AP1 and AP2 were arrested/released cited for soliciting w/out a permit
  - 6-29-17 – 700 Bandera Rd. – Disturbance/Emergency Detention – AP1 was arrested/released at hospital
  - 6-30-17 – 5600 Bandera Rd. – Suspicious Person – AP1 was arrested on active City of SA warrant
  - 6-30-17 – 6300 Grissom Rd. – Suspicious Persons – AP1 was arrested for possession of a controlled substance
  - 7-2-17 – 6500 Bandera Rd. – Hit and Run Crash- AP1 was arrested on an active County warrant and possession of marijuana < 2 oz.
  - 7-2-17 – 6900 Poss Rd. – Assault – Family Violence – AP1 arrested for Assault bodily injury / family
- Significant Calls
  - 5 6-19-17 – 6500 Bandera Rd. – Reckless Driver (road rage)

- 6-19-17 – 7000 Pepperwood – Suspicious Circumstances
- 6-19-17 – 5600 Evers Rd. – Suspicious Circumstances
- 6-19-17 – 6300 Rue Francois – Suspicious Vehicle
- 6-19-17 – 5600 Evers Rd. – Suspicious Circumstances
- 6-19-17 – Bandera Rd. and Seneca – Suspicious Circumstances
- 6-19-17 – 7000 Bandera Rd. Suspicious Person
- 6-19-17 – 5600 Bandera Rd. – Theft \$100-750
- 6-20-17 – 6700 Forest Bend – Deceased Person
- 6-20-17 – 6900 Forest Grove – Suspicious Circumstances
- 6-20-17 – 6500 Adair – Suspicious Circumstances
- 6-20-17 – Forest Pine and Stirrup – Suspicious Circumstances
- 6-20-17 – 7400 Horsetail – Burglar Alarm
- 6-20-17 – 5900 Wurzbach Rd. – Burglary of a Building
- 6-20-17 – 6300 Bandera Rd. – Theft of Service
- 6-20-17 – 5900 Wurzbach Rd. – Theft \$100-750
- 6-20-17 – 6700 Poss Rd. – Theft of Service
- 6-21-17 – 6600 Peachtree – City ordinance Violation – Peddler without a permit
- 6-21-17 – 6300 Bandera Rd. – Burglar Alarm
- 6-21-17 – 7700 Linkside – Suspicious Vehicle
- 6-21-17 – 6000 Grissom Rd. – Theft \$100-2500
- 6-21-17 – 6300 Bandera Rd. – Aggravated Assault – Deadly Weapon
- 6-21-17 – 7100 Forest Brook – Theft \$2500-30,000
- 6-21-17 – 7200 Bandera Rd. – Burglary of a Vehicle
- 6-21-17 – 6400 Evers Rd. – Damage to Property
- 6-21-17 – 5900 Wurzbach Rd. – Burglary of a Building
- 6-22-17 – 5700 Bandera Rd. – Suspicious Persons
- 6-22-17 – 7700 Deer Lane - Theft
- 6-22-17 – 6000 Forest Shadow – Theft of Mail
- 6-22-17 – 5600 Evers Rd. – Burglary of Coin-Op Machine
- 6-22-17 – 6900 Forest Meadow – Parking Violation
- 6-22-17 – 5700 NW Loop 410 – Hit and Run Crash
- 6-23-17 – 5700 Bandera Rd. – Theft \$100-750
- 6-23-17 – 7500 Linkside – Suspicious Circumstances
- 6-23-17 – 5300 Bandera Rd. – Burglar Alarm
- 6-23-17 – 5300 Cilantro Place – Burglar Alarm
- 6-23-17 – 7000 Evening Sun – Parking Violation
- 6-23-17 – 5900 Wurzbach Rd. – Burglary of a Vehicle
- 6-23-17 – 6100 Bandera Rd. – Recovered Stolen Vehicle
- 6-24-17 – 6800 Grass Valley – Suspicious Persons
- 6-24-17 – 6500 Bandera Rd. – Vehicles Racing
- 6-24-17 – 5600 Bandera Rd. – Suspicious Circumstances
- 6-24-17 – 7400 Canterfield – Parking Violation
- 6-25-17 – 6100 Evers Rd. – Parking Violation
- 6-25-17 – 6200 Grissom – Theft
- 6-25-17 – 6400 El Verde – Suspicious Person
- 6-25-17 – 5900 Wurzbach Rd. – Assault – Bodily Injury – Family Violence
- 6-25-17 – 5900 Wurzbach Rd. – Traffic Offense
- 6-26-17 – 6100 Bandera Rd. – Theft of a Motor Vehicle
- 6-26-17 – 6600 Bandera Rd. – Burglary of a Building
- 6-26-17 – 6000 Grissom RD. - Alarm
- 6-26-17 – 7100 Bandera Rd. – Deadly Conduct – Firearm

- 6-26-17 7400 Belmont Pl. – Parking Violation
- 6-26-17 – 5600 Evers Rd. – Hit and Run Crash
- 6-26-17 – 7200 Bandera Rd. – Hit and Run Crash
- 6-26-17 – 6600 Bandera Rd. Hit and Run Crash
- 6-27-17 - 5600 Bandera Rd. – Hit and Run Crash
- 6-27-17 - 6800 Bandera Rd. – Theft < \$100
- 6-28-17 – 4900 NW Industrial – Alarm
- 6-28-17 – 6400 Bandera Rd. – Assault (road rage)
- 6-28-17 – 6400 Red Jacket – Assault (Bodily Injury) – Family Violence
- 6-30-17 – 5600 Savory Glenn – Alarm
- 6-30-17 – 5600 Evers Rd. – Burglary of a Vehicle
- 6-30-17 – 6300 Bally – Suspicious Person
- 6-30-17 – 6200 Bandera Rd. – Suspicious Person
- 6-30-17 – 7000 Forest Meadow – Assault – Bodily Injury
- 7-1-17 – 6700 Poss Rd. – Alarm
- 7-1-17 – 5700 NW Loop 410 – Burglary of a Vehicle
- 7-1-17 – 6500 Sally Agee – Suspicious Circumstances
- 7-1-17 – 6900 Bandera Rd. – Burglary of a Building
- 7-1-17 – 6300 Parsley – Buglary of a Habitation
- 7-2-17 – 7700 Deer Ln. – Parking Violation
- 7-2-17 – 7400 Linkwood – Parking Violation
- 7-2-17 – 6400 Edinborough – Parking Violation
- 7-2-17 – 7300 Reindeer Trail – Parking Violation x 2
- 7-2-17 – 7400 Linkmeadow – Parking Violation
- Criminal Investigations
  - Nine cases for Possession of Controlled Substance were filed with the District Attorney’s Office.
  - CID downloaded 13 videos for DA’s office.
  - 17-05143 – Took 2 statements on a Deadly Conduct case.
  - Currently working on three family violence cases; possibly two being filed the other refusing to press charges.
  - Cases Pending 201705014 – Burg/Habitation (Suspect identified) – Anticipating 3suspects filed on at large
  - Theft (Suspect identified)
  - Burglary/Building (Suspect identified)
  - Aggravated Robbery Whataburger (waiting DNA and prints- possible suspect in SA robbery)
  - CID released 9 vehicles from the Leon Valley Impound Lot. Training Opportunities
- Animal Control and Code Enforcement
  - Enforcement officers handled 36 calls for animal violations. We currently have seven animals in our kennels awaiting pick up or adoption.
  - Enforcement officers responded to 70 calls for code violations over the last few weeks. These violations include high weeds, permit violations, bandit signs and abandoned vehicles.
- Training
  - Chief Salvaggio, Captain Saucedo, Lt. Gonzalez, and Sgt. Burleson all attended ICS 300 and 400 courses.
  - Sgt. Burleson completed background investigators course.
  - Officer Vasquez completed classes in Identity Theft, Racial Profiling, Asset Seizure, and Identity Theft.
  - Sgt. Eddie Gonzales completed Tactical Medical Course.
- Community Services
  - Officer Mandry set up a road rally to raise monies for the families of two SAPD Officers whom were shot in the line of duty.

- Decoy Vehicle – Currently Not Deployed
- Traffic Citations – 23
- Traffic Warnings - 2
- School Zone Citations – 0
- Crosswalk - 0
- Other – 4

### **Fire Department**

- **Lisa Martin, Executive Assistant, Completes HIPAA training** – Mrs. Martin completed the updated Health Insurance Portability and Accountability Act (HIPAA) training. As the manager of medical records and EMS billing, Mrs. Martin is responsible for the proper transfer and disclosure of EMS billing and open records. This extensive training ensures federal law compliance, and improvements in service delivery.
- **Training** – Leon Valley Firefighter Eli Garcia completed his Tactical Medic certification, Captain Morgan is attending a Certified Floodplain Manager certification, and Firefighter Connor Hughett has been selected to “shadow” Deputy Fire Marshal Burnside for several hours per month for the next several months (while on shift), to learn more about that position.
- **Accepting worn, tattered, and faded flags** – The fire department has called out for flags needing retirement. To date, the fire department has accepted 52 United States flags in varying conditions that are in need of proper retirement. Rather than be improperly discarded, the fire department is planning a ceremony with the Boy Scouts of America and the American Legion. The ceremony is scheduled for Veterans Day, November 11<sup>th</sup>, 2017, at dusk.
- **Leon Valley Firefighters featured in News story** - Leon Valley Firefighters were featured in a news story about how Firefighters are working in the extreme summer heat conditions. The Reporter stopped by to exercise with our firefighters, geared up, and trained alongside...he found this to be a tough experience. Click the following link to learn more; <http://news4sanantonio.com/news/local/firefighters-condition-themselves-for-the-texas-heat>
- **Project Cool continues** – The fire department has accepted 34 box fans so far and is accepting through the end of July. We have responded to five heat emergencies so far, and hope that providing this service to the community may reduce the risk of heat emergencies in the future. Please let us know if you know anyone in need that would benefit from a FREE box fan.

### **Community Development Department**

- Staff assisted 321 customers at the permit desk in the month of June.
- In effort to improve operational sustainability, staff continues the development of a comprehensive department manual which outlines step-by-step functions. The manual includes workflow charts, process policies, checklists, and FAQ sheets.
- Staff continues to create digital records for permits and zoning files pre-dating City procurement of InCode software. As a result of these efforts, all Certificates of Occupancy from 1978-Present are now digitally searchable.
- Staff continues to work on the completion of the Comprehensive Master Plan.
- Staff resumed the 2017 Business Audit on June 14, 2017. Staff is currently working with the property owners of Seneca Plaza and the retail occupants to achieve compliance.
- Staff is working to revise the Health and Sanitation Code. The last update known update was 1993.
- Permit Reports and Certificate of Occupancy reports were prepared for the bi-weekly On It Meeting.
- The Hike & Bike Committee held a meeting on Tuesday, July 11th at 6:30pm in the Council Chambers at City Hall. The committee approved trail regulations and composition for recommendation to Council.
- Staff received an application for the rezoning of property near the corner of Grissom and Timberhill from R-3A Multiple Family Retirement District to R-3 Multiple Family and B-3 Commercial.
- Staff extended the application deadline for the Mayor’s Youth Advisory Committee to allow time for outreach during the back-to-school season. The application deadline is now September 29, 2017.

- Staff coordinated and is coordinating memorial tree plantings with Public Works for the Mouser's and Tintori families.
- Coordination continues for a 'Neighborwoods' pilot program at Driggers Elementary a planting date of August 14th has been selected by the Principal for their Comradery Retreat.
- Staff was involved with the coordination of the 4th of July Event at Raymond Rimkus Park. A close out meeting was held today by department heads and other staff.

### **Library**

- Fri 6/9: Nature Walk at Natural Area 9:30 am
- Sat 6/10: Summer Reading Kick Off – MakerSpace STEAM event 10:30 – 12:30 (3D design and printing, Ozobots, SnapCircuits, Coding, Video Creation
- Tue 6/16: DoSeum Coding Carnival 4-6pm
- Fri 6/23: Trailblazer Science Truck 10-2. Taking Volunteers, call Sandy.
- Extremely busy with summer, many STEAM activities (Science, Technology, Engineering, Arts, Mathematics). Lots of technology activity taking place in the library.
- The Friends of the LV Library have purchased a 3D printer for us and we are awaiting arrival. For event use as well as special projects for anyone interested in spending some time. We have Chromebooks with Tinkercad for design.
- Currently waiting for first shipment of grant books (\$5000 wholesale of Juvenile NonFiction on the way)

### **City Secretary's Office**

- Since the last report, the City Secretary's Office has processed 14 open record requests. Those requests were for: background check information, contract information, EMS records affidavits, certificates of occupancy records and permit information.
- Worked on City Council meeting minutes and agendas.
- Received the final draft (bound copy) of the Leon Valley Code of Ordinances and prepared to present to City Council on July 18<sup>th</sup>.
- Began preparation for the Fall Parliamentary Procedure and TOMA Training for all City Council Members, Board, Commissions, Committees and City Staff.
- Began pre-planning for the 2018 July 4<sup>th</sup> Celebration.
- Continued preparation for the April 2018 Volunteer Appreciation Dinner
- Continue working with the Alamo Chapter TMCA, Inc. on preparations for a Fall training session.
- Ongoing Projects:
  - Leon Valley Code of Ordinances re-codification project (almost complete!!)
  - Leon Valley Contract Inventory
  - Working with Accela/MinuteTraq to improve final product and train staff and Council
  - Working with staff to inventory records to be sent to Safesite for record storage

### **Upcoming Events:**

- Special City Council Meeting begins at 5:30 p.m. on Monday, July 17, 2017
- Special City Council Meeting begins at 5:30 p.m. and Regular City Council Meeting begins at 6:00 p.m. Tuesday, July 18, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Next City Council Meeting, August 01, 2017, at 6:00 p.m.
  - Coffee with the Mayor & City Council, July 22, 2017, 9:00 a.m. - 11:00 a.m. – Conference Center
  - Movies in the Park, "A Dog's Purpose", Raymond Rimkus Park, August 04, 2017, at 8:30 p.m.
- Committee Meetings:
  - Home Rule Charter Commission meetings are currently scheduled at 6:00 p.m. on Mondays, July 17, 2017, July 24, 2017 and July 31, 2017 at City Hall

- Citizens Police Advisory Committee Meeting is at 6:00 p.m. on Wednesday, July 19, 2017, at City Hall
- Zoning Commission Meeting is at 6:30 p.m. on Tuesday, July 25, 2017 at City Hall